

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The Administrative Office of the Courts is seeking Court Reporting Services for an estimated six Board hearings per year, necessary for the character and fitness investigation of applicants to the Maryland Bar.

1.2 Pre-Proposal Conference

A Pre-Proposal Conference is not required.

1.3 Statement of Work

1.3.1 The Contractor shall provide court reporting services for an estimated six Board hearings per for approximately three hours to a full day.

1.3.2 The Contractor shall provide full and condensed transcripts with a turnaround requirement of 10 to 14 calendar days. Average transcript size is approximately 200-350 pages.

1.3.3 The Contractor shall perform court reporting at the Board of Law Examiners office's in Annapolis, Maryland.

1.4 Delivery

The Contractor shall deliver transcripts within 10 – 14 calendar days of each hearing and deliver to the Board of Law Examiners, Maryland Judiciary Training Center, 2011-F Commerce Park Drive, Annapolis, Maryland 21401.

1.5 Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

1.6 Contract Term

The AOC requires a three year contract. The AOC, at its sole option, shall have the unilateral right to extend the contract for up to and including two additional successive one-year terms, if any.

1.7 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.8 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.9 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.7, **no later than 12:00 PM (local time) on Friday, September 20, 2013**, in order to be considered.

1.10 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

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Attachment A - Price Proposal Form

For services as proposed, the price for the contract term shall be:

1. Base Year 1 – Fees if the hearing/meeting is 3 hours long and an estimated 175 pages:

- | | | |
|----|----------------------------|----------|
| a. | Hourly Fees | \$ _____ |
| b. | Appearance Fee | \$ _____ |
| c. | Delivery Fee | \$ _____ |
| d. | Cancellation Fee | \$ _____ |
| e. | Miscellaneous Fees, if any | \$ _____ |
| f. | Total Fees a through e | \$ _____ |

2. Base Year 2 – Fees if the hearing/meeting is 3 hours long and an estimated 175 pages:

- | | | |
|----|----------------------------|----------|
| a. | Hourly Fees | \$ _____ |
| b. | Appearance Fee | \$ _____ |
| c. | Delivery Fee | \$ _____ |
| d. | Cancellation Fee | \$ _____ |
| e. | Miscellaneous Fees, if any | \$ _____ |
| f. | Total Fees a through e | \$ _____ |

3. Base Year 3 – Fees if the hearing/meeting is 3 hours long and an estimated 175 pages:

- | | | |
|----|----------------------------|----------|
| a. | Hourly Fees | \$ _____ |
| b. | Appearance Fee | \$ _____ |
| c. | Delivery Fee | \$ _____ |
| d. | Cancellation Fee | \$ _____ |
| e. | Miscellaneous Fees, if any | \$ _____ |

f. Total Fees a through e \$ _____

4. Option Year 1 – Fees if the hearing/meeting is 3 hours long and an estimated 175 pages:

a. Hourly Fees \$ _____

b. Appearance Fee \$ _____

c. Delivery Fee \$ _____

d. Cancellation Fee \$ _____

e. Miscellaneous Fees, if any \$ _____

f. Total Fees a through e \$ _____

5. Option Year 2 – Fees if the hearing/meeting is 3 hours long and an estimated 175 pages:

a. Hourly Fees \$ _____

b. Appearance Fee \$ _____

c. Delivery Fee \$ _____

d. Cancellation Fee \$ _____

e. Miscellaneous Fees, if any \$ _____

f. Total Fees a through e \$ _____

**6. Total Base Years 1 through 3 and
Option Years 1 and 2** \$ _____

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #